

APPENDIX B

USDA Forest Service Interagency FireCode System Administrative Business Rules for Fire Suppression FY 2004

The following procedures are to be used in establishing job codes in FFIS for wildland fire suppression, wildland fire use, and emergency stabilization rehabilitation. Burned Area Emergency Rehabilitation Plan implementation, severity, and FEMA job codes will be established following past practices.

The FireCode system will be used to generate a four-character code (alpha/numeric) that will become part of the job code for wildland fires. Any Department of Interior or State fires that the Forest Services provides resources to, including contracts that are paid by the FS, will require the creation of the DOI code in FFIS.

Beginning October 1, all P-codes, B-codes, G-codes, and Emergency Stabilization Rehabilitation codes will be established by the administrative staff at the National Interagency Fire Center (NIFC). The Boise National Forest will provide back-up support in the event the NIFC staff is unable to establish codes. The Payment Center located in Ogden will serve as the hot-site location in case of connect or network problems at NIFC.

A. P-code establishment in FFIS

The dispatch community has the responsibility for accessing the FireCode System and generating a code for a fire. The NIFC staff will access the FireCode System on a daily basis at 0800 to determine if any FS fires were issued a unique FireCode. If a code was issued, then the appropriate leading characters will be added to establish the six-character job code. "P" will continue to be used, followed by the Region's number:

- **P1 = Region 1**
- **P2 = Region 2**
- **P3 = Region 3**
- **P4 = Region 4**
- **P5 = Region 5**
- **P6 = Region 6**
- **P8 = Region 8**
- **P9 = Region 9**
- **P0 = Region 10**

SJOB will be accessed daily by 0900 to establish any codes issued within the previous 24 hours. The job codes will be established with the wildcard feature.

Unique FireCodes will be required for size class fires E and greater, trespass fires, billable/reimbursable fires, and fires of suspicious origin (arson).

FFIS Job Code Structure

ALLOT ORG = * JOB= Pxxxxx04 Proj Desc = fire name
BYFS = 04 Fund = WFSU Program = WFSU

B. B-code establishment in FFIS

The Forest Service is required to implement the use of B-codes in FY 2004 for all fires (WFPR) funded resources that support wildland fires. In order to meet this requirement, for every P-code and G-code established in FFIS a B-code will be established with the wildcard feature. Resources supporting the suppression efforts will be required to use the B-code for their base time on their timesheets. If a forest backfills behind the resource, that resource charges their base time to the unit's WFPR funds and the individual charging to the B-code switches and charges to the fire's P-Code for all time.

Daily availability for contracts paid from WFPR funds would be switched to the B-code for the fires it is supporting. If a unit backfills behind that equipment, then the availability of the backfill equipment is charged to the unit's WFPR funds, and all charges for the equipment assigned to the fire are charged to the P-code for that fire.

FFIS Job Code Structure

ALLOT ORG = * JOB= Bxxxxx04 Proj Desc = fire name
BYFS = 04 Fund = WFWF Program = WFPR

C. P-Codes for ABCD Miscellaneous

The Forest Service will continue to lump size class fires less than E. NIFC will retrieve one ABCD FireCode from the system for each forest and issue the code after it has been entered into SJOB within the first week of the fiscal year. These job codes will be established with the wildcard feature and will contain the region's number as the second character.

Forests and Regional Offices will be able to retrieve other FireCodes necessary for ABCD miscellaneous needs, such as reimbursable mutual aid, non-reimbursable mutual aid, false alarm, move-up and cover (back fill), fire cache, and support orders.

B-codes will be created for these, see B. above.

D. G-code establishment in FFIS

The FS will use G-codes for fires managed for resource benefit. The dispatch office will identify if a fire is being managed for resource benefit when retrieving a FireCode from the system. NIFC will query the FireCode system no later than 0800 daily and identify any codes issued for resource benefit in addition to other FS fires. These codes will be established with the “G” followed by the region’s number that hosts the fire, then the four character FireCode. G-codes will be created in SJOB with the wildcard feature.

FFIS Job Code Structure

Allot ORG = * Job Type = Gxxxxx04 Proj Desc = fire name
BFYS = 04 Fund = WFWF Program = WFSU

B-codes will be created for these fires, see B. above.

E. H-code establishment in FFIS

The emergency stabilization rehabilitation assessment codes will be established by the NIFC administrative staff in FFIS. The FireCode system will be accessed to generate one H-code for each Region to track the assessment expenditures for BAER teams. These codes will be established with the Region Wildcard feature. The format of these codes will be:

- Region 1 = H1xxxx
- Region 2 = H2xxxx
- Region 3 = H3xxxx
- Region 4 = H4xxxx
- Region 5 = H5xxxx
- Region 6 = H6xxxx
- Region 8 = H8xxxx
- Region 9 = H9xxxx
- Region 10 = H0xxxx

The “xxxx” will be generated by the FireCode System. After retrieving the codes, FFIS will be updated. Once the codes are available in FFIS, the H-codes will be distributed to the field.

FFIS Job Code Structure

Allot ORG = 0R* Job Type = Hxxxxx04
Proj Desc = Emer. Stab. Assessment
BFYS = 04 Fund = WFSU Program = WFSU

The Regions will request the establishment of H-codes in FFIS for the BAER Plan implementation through NIFC. These codes will mirror the P-code for the fire so total costs of BAER activity can be captured.

F. Establishment of DOI issued FireCodes in FFIS

The DOI will issue a FireCode for all their fires. These codes will be entered into FFIS only if FS provides resources either personnel or contract (that the FS is responsible to pay). The job codes will be established with the following leading two characters:

- Bureau of Indian Affairs (BIA) = **PA**
- Bureau of Land Management (BLM) = **PD**
- Fish and Wildlife Services (FWS) = **PR**
- National Park Service (NPS) = **PP**

The second character is the last letter of the established unit identifier as defined in the Unit identifiers publication (NFES 2080).

NIFC will run reports daily to determine if any FS resources have responded to DOI fires. Those FireCodes will be established in FFIS with the above two characters followed by the FireCode and will be wildcarded.

Initial attack assistance to the DOI and non-Federal Units will require the use of the FireCode issued for those incidents. Checking the FS assisted box on the generate FireCode page will facilitate the establishment of the required code (PPCZ3B) in FFIS.

B-codes will be created for these, see B. above.

G. Establishment of non-Federal Fires with FS Support

States and other non-Federal Units will not utilize the FireCode System to generate codes, however the FS and DOI will retrieve a FireCode if federal resources respond and provide support. The agency that receives the request initially and fills an order will generate the FireCode. The information contained in the FireCode record will identify it as a non-federal fire. NIFC will establish any of these FireCodes in FFIS with **PN** as the first two characters of the job code. The remaining four will be the code generated from the FireCode system. These P-codes will also be established with the wildcard feature.

H. Establishment of P-codes for AD hire Training and Work Capacity Costs

A P-code will be issued for each Region to be used for the allowable expenditures to suppression funds versus a single national code. NIFC will access the FireCode System to generate the codes and distribute to the field once established in FFIS. These codes will be established with the Region's own unit identification versus wildcard since the use is limited.

WILDLAND FIRECODE PROJECT
National Park Service
Finance Business Rules
For
Wildland Fire Suppression
Wildland Fire Use
Emergency Stabilization
Burned Area Rehabilitation

The following procedures are to be used when assigning an account number for a wildland fire incident (suppression or fire use), emergency stabilization or burned area rehabilitation and for establishing that account number in the Federal Finance System (FFS.)

For step-up and severity project codes, parks will follow their current method of authorizations and establishing project codes. **In order to prevent duplicate project codes, all project numbers assigned by the parks or regions for step-up and severity must be all alpha or all numeric characters. They cannot be a combination of alphanumeric. That combination is reserved for the FireCode system.**

The use of the FireCode in the accounting string by all agencies will provide a more accurate accounting of the cost of each individual fire. For the National Park Service (NPS) all accounts will be set up using the FireCode as the project number. The format of the NPS account number will not change:

- XX## - X##

= The four character numeric ORG code of the park or office

XX## = The four character alphanumeric FireCode assigned to the
incident

X## = The three character alphanumeric PWE

If the incident crosses fiscal years, the subproject table in FFS will need to be established in the new fiscal year. Do not change the FireCode (project number) as the incident is tied to this code. This code will be used to track all the costs through the life of the incident.

The following PWEs will be used with the FireCode:

ACTIVITY	SUBACTIVITY	PWE
Suppression	Wildland Fire Suppression	E11
	Wildland Fire Use	E12
	Emergency Stabilization	E13
Burned Area Rehabilitation		B11

1. A wildland fire starts (suppression or wildland fire use) in a national park.
 - The park dispatch office gets a FireCode using the established dispatch business rules for the FireCode project. An example is:
 - The code assigned is AAB4.
 - The code AAB4 is included on all resource orders issued for this fire.
 - The park creates an account in FFS using their ORG code, the assigned FireCode provided by the dispatch office as the project number, and the appropriate PWE (i.e., E11 for suppression, E12 for fire use.) For example:
 - Yellowstone National Park (YELL), located in the NPS Intermountain Region (IMR), would set up account number 1573-AAB4-E11 in FFS because the fire is in their park and is managed using a wildland fire suppression strategy. (The account number would be 1573-AAB4-E12 if managed by fire use.)
 - The park will forward the assigned account number to their regional office. The regional Fire Program Assistant (RFPA) will ensure it is posted to their website and make this account number available to all other RFPAs. Following the above example:
 - The park will telephone or e-mail the IMR RFPA with the assigned account number.
 - The IMR RFPA will e-mail to all other regions' RFPAs the appropriate 1573-AAB4-E11 account number. All RFPAs will e-mail the account number to all Fire Program Assistants (FPA) within their region. The IMR FPA will ensure it is posted to a website.
 - All resources assigned and used at the park level will be charged to this account.
 - Other NPS resources assigned to this fire will use the account number established at the park where the fire occurred. Using the YELL fire example:
 - An engine crew from a park in the Northeast Region (NER) is resource ordered to the fire at YELL.
 - Neither the park nor the NER office would set up an account for this incident. The park office will check the IMR website for the account number. If it has not been posted they will contact their RFPA (NER) for the correct account number. If their RFPA (NER) is unavailable, they will contact the RFPA in the region (IMR) in which the fire started.
 - The account number 1573-AAB4-E11 will be used for all payroll, travel and supply costs related to this incident.
2. A wildland fire started outside NPS boundary lines, but NPS resources are assigned.
 - The resource order will carry the FireCode. An example is:
 - A fire started on Forest Service land outside the boundary line of Sequoia Kings National Parks (SEKI), located within the Pacific West Region (PWR) of the NPS and will be managed using a wildland fire suppression strategy.

- The code assigned is **BBB3**.
 - A resource order is issued for a NPS employee.
 - The resource ordered employee's park/office reviews the website of the NPS region where the fire is located for the assigned account number. If it has not been posted the park/office will notify the RFPA of the region where the fire started to establish a regional account using the assigned FireCode as the project account. Following the above example:
 - A NPS logistics chief from the Southeast Regional (SER) is resource ordered.
 - The SER office would not set up their account for this incident, but would review the PWR website for the account number using this FireCode. If it has not been posted they would contact the PWR RFPA, providing the FireCode **BBB3** from the resource order.
 - The PWR RFPA will provide the regional account number 8075-**BBB3**-E11. The PWR FPA will also establish the account number in FFS, ensure it is posted to their website and distribute that number to all other RFPAs. All RFPAs will e-mail the account number to all FPAs within their region.
 - All payroll, travel and needed supplies for the wildland fire incident with the FireCode **BBB3** are charged to the 8075-**BBB3**-E11 account number.
3. A wildland fire is managed using a wildland fire use strategy, but is later converted to a wildland fire suppression strategy.
- The wildland fire use incident was assigned a FireCode. An example is:
 - The FireCode assigned was **BBC8**. The IMR office assigned account number 1249-**BBC8**-E12, posted it to their website and distributed the account number to all other RFPAs.
 - The incident is later converted to a wildland fire suppression strategy and the IMR RFPA will establish 1249-**BBC8**-E11 in FFS, post it to the website and distribute this new account number to all other RFPAs. All RFPAs will e-mail the account number to all FPAs within their region.
 - The wildland fire use costs and wildland fire suppression costs are kept separate, but both sets of costs will be included in any report generated by the FireCode **BBC8**.
4. If resources are later ordered for emergency stabilization on a wildland fire managed using suppression tactics, the following process is to be followed:
- The wildland fire incident currently has a FireCode assigned through the dispatch procedures. Do not get a second FireCode as the stabilization and rehabilitation costs need to be tracked back to the incident that created the need for the resources.
 - The office that set up the wildland fire account number using the FireCode will set up an emergency stabilization account using the FireCode as a project number and the E13 PWE. An example is:
 - The fire at YELL (1573-**AAB4**-E11) requires emergency stabilization.

- The park sets up account number 1573-**AAB4**-E13 and establishes the account in FFS for all resources assigned to the emergency stabilization.
 - Account information is forwarded to the IMR RFPAs, using the same method as a wildland fire suppression or a wildland fire use incident. The RFPAs will ensure the new account is posted to their website and distribute it to all other RFPAs. The RFPAs will e-mail the new account to all FPAs within their region.
5. If the fire was from another jurisdiction and set up at the regional level, then the region would follow the same guidelines in setting up the E13 account using the regional ORG code and the original FireCode as the project number. For example:
- The FireCode assigned was **BBC8**. The IMR office has established account number 1249-**BBC8**-E11 for suppression charges. They will assign account number 1249-**BBC8**-E13 for the emergency stabilization charges.
 - The IMR RFPAs will establish account number 1249-**BBC8**-E13 in FFS.
 - The IMR RFPAs will ensure the account number is posted to the website and distributed to all RFPAs. All RFPAs will e-mail the account number to all FPAs within their region.
6. Rehabilitation dollars are programmed and are no longer part of the wildland fire emergency funding.
- Some regions manage funding for all rehabilitation projects at the regional level while others pass the funding down to the park level.
 - If a park or region has requested and received funding through the FirePro budget process for burned area rehabilitation the following process will be followed:
 - The park or region will set up an account using the FireCode of the wildland fire incident that created the need for the rehabilitation. An example is:
 - The fire at Yellowstone (1573-**AAB4**-E11) has been approved for burned area rehabilitation. The money was requested and approved through the FirePro budget process. Since IMR manages funding at the regional level the funding was allocated to the IMR office.
 - The IMR RFPAs will set up account number 1249-**AAB4**-B11 and establish the account in FFS. (In regions where funds are managed at the park level, the park FPA will use their park org code with the FireCode and PWE B11 to establish the account.)
 - The IMR Fire Management Officer (RFMO) will notify the park of the amount of funding and the account number assigned. The park will work with the IMR on all funding requirements.

- Another agency requests NPS resources to assist on a rehabilitation project.
 - The requested resource must gain approval from the Fire Management Program Center (FMPC) National Fire Management Officer or Fire Program Planning Manager. This request must be processed from a park Fire Management Officer (FMO) to the RFMO. The RFMO will request the approval from the National Fire Management Officer or Fire Program Planning Manager.
 - If approved the FMPC Administrative Officer will set up a reimbursable account with the Washington Budget Office. An example is:
 - A Forest Service fire outside the boundaries of SEKI requests a NPS archeologist to assist with their rehab project. The FireCode for the fire is **BBB3**.
 - The SEKI Fire Management Officer (FMO) will request approval through the PWR RFMO. The PWR RFMO will forward the request to the FMPC National Fire Management Officer or Fire Program Planning Manager for the assist to the Forest Service.
 - If the National Fire Management Officer or Fire Program Planning Manager approves the assist, the FMPC Administrative Officer will request a reimbursable account number from the Washington Budget office (WASO).
 - The reimbursable account number will use PWE 454 and all charges to that account will bill the Forest Service. The Forest Service will capture these costs. Since the NPS account number will not be part of the reporting process regarding charges to the incident, the FireCode is not necessary as a project number.
 - The FMPC Administrative Officer will notify the requesting party of the established account number 9560-####-454.
 - All payroll, travel and needed supplies for the assist of the project with FireCode **BBB3** are charged to the 9560-####-454 account number.
 - This account number will not be posted and will be made available only to those resources that have received approval for the assist.